

LAKE HAVASU CITY, ARIZONA

CLASS SPECIFICATION

CLASS TITLE: Division Manager

BAND	GRADE	
E	922	
DEPARTMENT: Varies	ACCOUNTABLE TO: Varies	FLSA STATUS: Exempt
CLASS SUMMARY: Incumbents are responsible for managing staff operations for a specific functional area within a department. Duties may include: planning, coordinating and supervising functional activities or projects; preparing and monitoring grants; interpreting and enforcing regulations, codes and ordinances; preparing and developing budgets; coordinating and preparing data for regulating agencies; providing contract management; resolving citizen and employee issues; serving as a technical advisor; and, representing the City on functional matters.		
DISTINGUISHING CHARACTERISTICS: The Division Manager is the first level of a three level management series. The Division Manager is distinguished from the Assistant Department Director in that the Assistant Director has managerial responsibilities for multiple functional areas.		

DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary. The job description does not constitute an employment agreement between the employee and the City and is subject to change as needs and job requirements change.)	FRE-QUENCY	
1.	Supervises staff to include: assigning and reviewing work, ensuring staff are trained, evaluating performance, approving time off, handling disciplinary actions and making hiring and termination recommendations.	Daily	
2.	Coordinates and manages the day to day operations within a functional area to include: reviewing memorandums and reports; developing and implementing goals and objectives; interpreting and enforcing policies and procedures; preparing ordinances, ensuring compliance with laws and regulations; coordinating activities and projects; prioritizing work orders; notifying affected parties of work activities; ordering equipment, materials and supplies; managing the security program; coordinating and reviewing the preparation of agency required reports; and, resolving citizen and employee issues.	Daily	

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3.	Performs a variety of activities requiring management level decisions or related to monitoring and reviewing departmental activities to include: managing division/departmental projects; reviewing commercial, industrial and residential plans; land use, zoning ordinances, inspecting projects; collecting, verifying and analyzing information; making improvements or changes; coordinating with contractors and other organizations; managing and implementing new programs; investing excess funds; reviewing monthly and annual reports; reviewing balances of accounts and other funds; analyzing expenditures; and, preparing and administering grants.	Daily	
4.	Participates in meetings and ensures functional area or City's interests are represented. Serves as a liaison between the area and other functions and outside organizations and agencies. Serves on commissions and appeal boards.	Weekly	
5.	Provides technical advice in area of expertise.	Weekly	
6.	Performs contract management to include: negotiating contracts, preparing contracts and making or receiving payments.	Monthly	
7.	Completes and maintains required records and reports which includes preparing annual reports and updating project files; ensures required reports are on file.	Monthly	
8.	Conducts training sessions and informational seminars.	Varies	
9.	Prepares the budget; monitors and approves expenditures.	Monthly	
10.	Performs other duties of a similar nature or level.	As Required	

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Knowledge (position requirements at entry):

Knowledge of:

- Leadership and management theories and principles;
- Budgeting theories and principles;
- Federal grant regulations;
- Theories, principles, laws, regulations and ordinances governing area of assignment such as Community Services, Development Services, Finance, Human Resources, Water, Wastewater, Airport, Parks Maintenance and Transportation;
- Reporting requirements.

Skills (position requirements at entry):

Skill in:

- Reviewing and evaluating staff;
- Developing, implementing and enforcing policies and procedures;
- Preparing grant applications;
- Preparing bid specifications;
- Giving presentations;
- Preparing and administering budgets;
- Managing multiple projects;
- Performing contract management activities;
- Coordinating functional activities/projects/programs;
- Reviewing and analyzing information;
- Resolving problems;
- Using computers and related software applications;
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

Training and Experience (position requirements at entry):

Bachelor's Degree in a field related to area of assignment and five years of progressively responsible professional experience including at least two years of supervisory experience; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

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Licensing Requirements (position requirements at entry, depending on area of assignment):

Position requires:

- Valid Arizona Driver's License;
- International Code Council (ICC) Combination Inspector and Plans Examiner Certifications;
- Certification with the American Institute of Certified Planners;
- Water Distribution Certification;
- Wastewater Collection Certification;
- Wastewater Treatment Certification;
- Arizona Structural Pest Control Applicator's License.

Physical Requirements:

Positions in this class typically require: sitting, walking, standing, fingering, talking, hearing, seeing and repetitive motions.

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

Classification History:

Draft prepared by Fox Lawson and Associates LLC (clm)

Date: 05/98

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